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Project Coordinator

Job Description

The Arc of California promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

We are hiring a Project Coordinator to manage various projects and programs and support administrative and advocacy functions. Current projects this position would support are:

* California Advocates Leading in Engagement, Accessibility, and Developmental Disability Services (CA LEADDS), with the vision of increased coordination between disability service providers and rape crisis centers.
* Annual public policy conference event planning.
* Disability Vote California.
* Medicaid Story Collection: recruiting and preparing individuals to record their challenges accessing Medicaid funded services.

**Objectives**

The Project Coordinator’s objectives are:

* Manage projects, as assigned, so that they successfully meet desired outcomes and are accomplished efficiently and within timeline.
* Employ effective outreach strategies to educate and partner with the broad I/DD community, including key stakeholders, to advance the mission of The Arc CA.
* Strengthen relationships with stakeholders, advocacy partners, community influencers, and state policy makers by ensuring that The Arc CA’s communications, messaging, and methods embody our reputation for leadership and collaborative advocacy.
* Work with The Arc CA staff as a valuable team member and facilitate a positive working environment.

**Scope of Work**

Working under the guidance of The Arc of California’s Executive Director, Director of Programs and Outreach, and Director of Public Policy, the Project Coordinator will:

* Develop an understanding of the assigned projects and quickly initiate activities to accomplish deliverables.
* Manage and maintain project management platforms and databases.
* Maintain consistent communication with Directors and stakeholders with updates on progress and challenges.
* Engage with project funders, sub-contractors, and partners to ensure success of projects.
* Meet all deliverables of projects.
* Event planning, including complex coordination of annual conference, Board meetings including hotel and travel coordination, and other events as needed.
* Administrative functions to support office personnel and efficiencies.
* Other duties as assigned.

**Ideal Candidate**

* Has successfully coordinated complex projects in a professional organization.
* Has familiarity with the available services and supports for people with intellectual and developmental disabilities.
* Is a proven self-starter.
* Is comfortable asking for help when needed.
* Is highly efficient with online apps such as Google Drive, and can quickly learn new apps used by the team.

**Location:** On-site in Sacramento, or remote in California w/ occasional travel to office in Sacramento

**Status**: full-time

Compensation: $60,000

Generous benefits package includes employer contribution to retirement plan, and 100% medical and dental coverage.